

# DESIGN GUIDELINES: BUILT-IN ITEMS AND SPECIAL SYSTEMS

## General Learning Settings



BUILT-IN ITEMS AND SPECIAL SYSTEMS															
BUILT-IN CASEWORK AND EQUIPMENT										SPECIAL SYSTEMS				Notes	
Base Cabinets with Counters	Wall Cabinets	Tall Storage Cabinets	Built-in Shelves	Lockable Cabinet for Independent Sound System	Tackboard	Markerboard	Mounting Bracket for Television	Dishwasher	Small Range and Hood	Phone	PA	Intercom	Bell		Clock

General Learning Settings															
Neighborhood															
Learning Studio	X	X	X	X		X	X	X			X	X	X	X	
Learning Hub	X	X	X	X		X	X	X			X	X	X	X	21
Group Learning/Virtual Learning	X	X	X	X		X	X	X			X	X	X	X	
One-to-One	X	X	X	X		X	X			X	X	X	X	X	
Staff Planning/Collaboration Area	X	X	X	X		X	X	X		X	X	X	X	X	
Instructional Storage	X	X	X	X											
Learning Impaired Moderate/Severe															
Instruction Area/Staff Planning Area	X	X	X	X		X	X	X		X	X	X	X	X	9
Kitchen	X	X	X						X	X	X	X		X	
Handicap-Accessible Restroom											X	X			
Changing and Shower Area											X	X			

# DESIGN GUIDELINES: BUILT-IN ITEMS AND SPECIAL SYSTEMS

## Exploratory (Specialized) Learning Spaces



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<b>Exploratory (Specialized) Learning Spaces</b>																
<b>Career and Technical Education (CTE) - MS, HS</b>																
Small CTE Lab - MS, HS	X	X	X	X		X	X	X		X	X	X	X	X		22
Medium CTE Lab - MS, HS	X	X	X	X		X	X	X		X	X	X	X	X		22
Large CTE Lab - MS, HS	X	X	X	X		X	X	X		X	X	X	X	X		22
<b>Flex Laboratory</b>																
Flex Laboratory	X	X	X	X		X	X	X		X	X	X	X	X		10,22
<b>Science Laboratory - MS, HS</b>																
Science Laboratory - MS, HS	X	X	X	X		X	X	X		X	X	X	X	X		
Prep Room - MS, HS	X	X	X							X	X	X	X	X		
Chemical Storage Room - MS, HS			X	X												
<b>Art - ES, MS, HS</b>																
Art Room	X	X	X			X	X	X		X	X	X	X	X		
Graphic Arts		X				X	X	X		X	X	X	X	X		
Kiln																
Art Workroom/Storage	X	X	X													4

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Exploratory (Specialized) Learning Spaces																
<b>Music</b>																
Music Room		X	X	X	X	X	X			X	X	X	X	X	X	6,16
Music/Instrument Storage Room - MS, HS		X	X													16
Practice Rooms - MS, HS											X	X	X	X		
Band Office - MS, HS					X	X				X	X	X	X	X		
Music Library - MS, HS																
Choral Office - MS, HS					X	X				X	X	X	X	X		
Choral Room - MS, HS		X	X	X	X	X	X			X	X	X	X	X	X	6,16
Computer/Keyboard Lab - MS, HS					X	X	X			X	X	X	X	X		6
<b>Occupational and Physical Therapy (OT/PT)</b>																
Therapy Area	X	X	X		X	X	X			X	X	X	X	X		9
Storage/Planning/Observation Areas	X	X	X							X	X	X	X	X		11
<b>JROTC - HS</b>																
JROTC Classroom - HS	X	X	X	X		X	X	X		X	X	X	X	X		
Armory - HS																
Firing Range (Indoor) - HS					X	X				X	X	X	X	X		
Battalion HQ - HS					X	X				X	X	X	X	X		
JROTC Offices - HS					X	X				X	X	X	X	X		
General Storage - HS		X	X													

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## Common Shared Spaces



BUILT-IN ITEMS AND SPECIAL SYSTEMS														Notes		
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<b>Common Shared Spaces</b>																
<b>Commons</b>																
Welcome Center	X						X			X	X	X	X	X		1
Tatami Room/Kitchenette	X	X						X			X	X	X	X		
Gathering/Performance				X			X				X	X	X	X	X	5
Dining											X	X	X	X		
Storage			X													
<b>Information Center</b>																
Stacks			X		X	X	X				X	X	X	X		3
Circulation Desk	X				X	X	X			X	X	X	X	X		1,13
Administration Area/Storage	X	X	X		X	X				X	X	X	X	X		
Broadcast Room			X				X				X	X	X	X		
Educational Technologist Office					X	X				X	X	X	X	X		
<b>Performance Area</b>																
Performance Area				X			X			X	X	X	X	X	X	5,17
<b>Gymnasium</b>																
Gymnasium				X			X			X	X	X	X	X	X	8,18
Auxiliary Gym				X			X			X	X	X	X	X	X	18
PE Storage																
PE Teacher Office					X	X				X	X	X	X	X		
PE Teacher Restroom										X						
Locker Rooms - MS, HS					X	X				X		X	X			18

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Common Shared Spaces																
<b>Athletic Facilities</b>																
Athletic Locker Rooms - HS						X	X					X		X	X	18
Athletic Team Room, Football - HS						X	X					X		X	X	18
Athletic Weight Room - HS						X	X			X	X	X	X	X	X	18
Athletic Office - HS						X	X			X	X	X	X	X		
Athletic Storage - HS																
Athletic Laundry - HS												X				
Athletic Training Room - HS						X	X			X	X	X	X	X		
Athletic Officials Changing Rooms - HS						X	X					X	X	X	X	
<b>Food Service</b>																
Serving Line										X	X	X	X	X		15
Food Preparation												X			X	15
Dishwashing												X			X	15
Dry Storage												X			X	15
Refrigeration/Freezer Storage																15
Food Service Office						X	X			X	X	X	X	X		15
Restroom (Handicap)												X				15
Staff Lockers (Male/Female)												X			X	15
Janitor																15
Receiving Area										X	X	X			X	15
<b>Recycling Center</b>																
Recycling Center																



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## Student Support Areas



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<b>Student Support Areas</b>																
<b>Special Education Office</b>																
						X	X			X	X	X	X	X		
						X	X			X	X	X	X	X		
						X	X	X		X	X	X	X	X		
					X	X				X	X	X	X	X		
			X													
<b>Professional Development Center</b>																
	X	X				X	X	X		X	X	X	X	X		
	X	X				X	X			X	X	X	X	X		20
	X	X	X			X	X			X	X	X	X	X		
<b>Health Services</b>																
	X	X				X	X			X	X	X	X	X		2
											X					
			X													14
						X	X	X			X	X	X	X		
						X	X			X	X	X	X	X		2

# DESIGN GUIDELINES: BUILT-IN ITEMS AND SPECIAL SYSTEMS

## Building Services



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<b>Building Services</b>															
<b>Janitorial Administration</b>															
						X	X			X	X	X	X	X	
<b>Maintenance Support</b>															
					X	X				X	X	X	X	X	
<b>School Bus Office</b>															
	X														
					X	X				X	X	X	X	X	
<b>School Supply/Storage Area</b>															
					X	X									12
					X	X				X	X	X	X	X	
<b>Technology Service Center</b>															
	X	X	X		X	X				X	X	X	X	X	10,19

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## Building Support



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<b>Building Support</b>															
<b>Circulation</b>															
					X						X	X	X	X	
					X						X	X	X	X	
											X				
<b>Infrastructure</b>															
											X				
										X	X				



## DESIGN GUIDELINES NOTES: BUILT-IN ITEMS AND SPECIAL SYSTEMS

### General Notes – Built-in Items and Special Systems

- A. In order to ensure the future flexibility of the student and staff spaces within the building, the use of furniture or equipment to meet the work surface or storage needs is encouraged. Built-in casework and shelving should be minimized.
- B. All windows in spaces that are occupied on a regular basis shall receive shades or blinds. The food service area, supply room, corridors, stairways, public restrooms, and mechanical/electrical rooms do not require them.
- C. Minimum size for tackboards & markerboards is 4'x4'. The preferred size is 4'x6' or 4'x8' if space permits.
- D. All sinks shall have wall mounted paper towel and soap dispensers. Coordinate with plumbing schedule. Coordinate with facility manager to provide accessories compatible with supplies currently being purchased.
- E. Refer to Space Types and Requirements section of this document for further information on student coat storage, cubbies, and lockers within the facility.
- F. Display cases installed at various locations around the facility are encouraged for the viewing of awards, pictures, student work, and items related to the course of study. These items should be lockable and observable from the corridors or commons areas of the building and could also be used to feature different departments.

### Schedule Notes – Built-in Items and Special Systems

1. A portion of this counter shall be at appropriate height for grades K-3 at elementary schools and meet accessibility requirements at all locations.
2. Lockable medicine cabinet.
3. Book shelves - varying heights for stacks; 42" h in center; 60" h - 84" h at perimeter (depending on grade level).
4. Provide lockable storage, including one ventilated cabinet for paints and thinners.
5. Provide large, electrically operated, projection screen (minimum 10' x 10') with ceiling mounted or mobile projector (FF&E).
6. Sliding markerboard, one panel with permanent staff markings.
7. Personal Emergency Alerting Station (PEAS), controls for PA, intercom, clock and bell systems, monitor for security system.

8. Provide scoreboards in the Gymnasium at the middle schools and high schools.
9. Provide ceiling hook (two locations preferred for flexibility in arranging the room).
10. Provide lockable cabinets for storage of computer equipment.
11. Provide one-way glass to view OT/PT from observation room.
12. Provide cage partitions and/or high-density storage, as required.
13. Built-in base cabinets with counter area for the circulation desk.
14. Built-in shelving on one wall only, to provide space for storage of large items such as a wheelchair.
15. All built-in and special system requirements for the Food Service area to be coordinated and designed by the food service consultant.
16. Cabinets for instruments and other class materials.
17. Provide catwalk above stage. Stage should be approximately 40" high.
18. Protect all devices from ball strikes.
19. Provide work surface for the repair/testing of computer equipment.
20. Provide large work counter (standing height) in the middle of the space for the sorting of materials.
21. Provide dishwasher and small range and hood in neighborhoods serving Pre-K and Kindergarten students.
22. Provide built-in items and special systems as appropriate for the individual student activity areas within the CTE/Flex Lab spaces. Refer to the specific requirements for spaces such as Video Communications, Family Consumer Science and Culinary Arts.